

Sullivan County NH

Type of Meeting: Board of Commissioners, Regular Public Business Meeting
Minutes

Date / Time: March 15, 2005; 12:30 PM

Place: Sullivan County Complex - Unity / Nursing Home / Activities Room

ATTENDEES: Commissioners Donald Clarke - *Chair*, Bennie Nelson - *Vice Chair* and Ethel Jarvis - *Clerk*; Ed Gil de Rubio - *County Manager*; Charles "Chuck" Hersey - *County Forester*; Sharon Johnson-Callum (minute taker). Other County Department Heads who arrived and left meeting later on: John Allard - *Interim Nursing Home Administrator* and Peter Farrand - *Human Resource Director*.

PUBLIC ATTENDEES: Representative Larry Converse; James Lowe - Eagle Times Staff Reporter

12:45 The meeting was brought to order by Commissioner Clarke.

AGENDA ITEM NO. 1 COUNTY FORESTER PRESENTATION – CHUCK HERSEY

The new County Forester, Chuck Hersey, discussed outcome of the walkover he took of the County land. He provided observations on the forest age, land condition and ideas he had on certain parcels. He anticipates funds and "in-kind" to complete the work coming from NRCS, NH State Fish and Game grants and labor through himself, Facilities Department and/or inmates. Hersey discussed NRCS paying up to \$3,375 for a 3-acre parcel on a lot which will need brontosaurus work. His intention is to keep the County out-of-pocket expense at a minimum. Hersey discussed the manageable level of invasive species he found in certain parcels – by using his help, prisoner labor and possibly applying herbicides; it would be eradicated through a three-year period of treatment. The cost would run approximately \$6,750, with NRCS grant funds covering about \$5,000 – County would provide bill for labor. Hersey discussed another parcel, which young low quality hardwood and white pines had grown up in. He predicted with a manual crew some of the lot could be cut and left to rot or pulled out, creating a younger forest area. Commissioner Clarke advised Hersey to watch the \$6,000 10 year period fund limit for the Fish and Game Small Habitat's grant, which is limited to \$2,000 per property owner per year; and suggested stretching it out as much as possible. Minute taker will provide history on grants applied for in the past.

1:00 A motion was made, by Commissioner Nelson, to authorize the County Forester, to move ahead with the facility's manager and implement the proposed plan as presented. Commissioner Jarvis seconded the motion. Discussion. Watch the NH State Small Grants limit. Possibly involve the Student Conservation Association. Keep the newly forming County lands committee apprised of the work. The motion carried unanimously, with a voice vote.

County Manager and Commissioners noted that there was a timber County Forestry Plan created

by Brooks MacCandlish. Hersey was aware of the plan. Commissioners want to make sure the County land is available to be used for many purposes, including: trails for hiking, ATV's or snowmobiles. County Manager and Commissioners discussed waiting until after budget season to convene a land management committee meeting. Commissioner Jarvis indicated the Unity Conservation Committee would like to meet Chuck Hersey and they would be in contact with him soon.

Chuck Hersey left the meeting.

AGENDA ITEM NO. 2 CLAREMONT BEAGLE CLUB LEASE

It was noted the original lease renewal document was ratified and signed at a previous meeting, but misplaced – not due to County mistake. That two new documents were signed earlier in the week by Patrick Hayward, President of the club, and just needed resigning by the Commissioners. *The Board signed the two documents.* (One original is on file in County's Contract book, the 2nd original was sent to Patrick Hayward, and a copy was placed on file in minutes book).

AGENDA ITEM NO. 3 SOLID WASTE ALTERNATIVE COMMITTEE LETTER OF SUPPORT

County Manager presented Board with letter of support, for the grant the Solid Waste Alternatives Committee and Antioch of New England applied for in order to attain funds to hold further forums and other Sullivan County area based recycle programs.

1:04 A motion was made by Commissioner Nelson to approve the letter of support. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken with all in favor. Motion carried unanimously.

AGENDA ITEM NO. 4 MEETING MINUTES

AGENDA ITEM NO. 4.E. MARCH 1ST PUBLIC MINUTES

1:05 A motion was made by Commissioner Nelson to approve the March 1, 2005 Public meeting minutes as typed. Commissioner Jarvis seconded the motion. There was no discussion. The motion carried unanimously with a voice vote.

AGENDA ITEM NO. 4.A & C FEBRUARY 15, 2005 AGENDA NO. 8 & 10 EXECUTIVE SESSION MEETING MINUTES

1:06 A motion was made, by Commissioner Nelson, to approve the February 15, 2005 Executive Session Agenda No. 8 and Agenda No. 10, as typed. Commissioner Jarvis seconded the motion. There was no further discussion. The motion carried unanimously.

AGENDA ITEM NO. 4.B. FEBRUARY 15, 2005 AGENDA NO. 9 EXECUTIVE SESSION
Commissioners discussed the Feb 15 Agenda 9 Executive Session. They pointed out that there

was an item listed as a formal presentation bullet, which was actually just considered an "FYI note" mentioned as a passing suggestion.

- 1:07 A motion was made to table the February 15, 2005 Agenda Item No. 9 meeting minutes until the correction was made. Commissioner Jarvis seconded the motion. There was no further discussion. Motion carried unanimously.**

AGENDA ITEM NO. 4.F. MARCH 1, 2005 AGENDA ITEM NO. 8 EXECUTIVE SESSION & UNSCHEDULED AGENDA ITEM

- 1:08 A motion was made, by Commissioner Nelson, to approve both the March 1st Executive Session Agenda No. 8 and Unscheduled Agenda Item meeting minutes. Commissioner Jarvis seconded the motion. There was no discussion. The motion carried unanimously, with a voice vote.**
- 1:09 A motion was made, by Commissioner Nelson, to unseal the March 1, 2005 Executive Session Unscheduled Agenda Item meeting minutes. Commissioner Jarvis seconded the motion. There was no discussion. The motion carried unanimously, with a voice vote.**
- 1:10 A motion was made, by Commissioner Nelson, to keep sealed the Mar 1, 2005 Executive Session Agenda Item 8 meeting minutes and place them in the person's personnel file. Commissioner Jarvis seconded the motion. There was no discussion. The motion carried with a voice vote and all in favor.**

Commissioners discussed the February 15th Executive Session meeting minutes.

FEBRUARY 15, 2005 AGENDA ITEM NO. 8 EXECUTIVE SESSION MEETING MINUTES

- 1:20 A motion was made, by Commissioner Nelson, to keep the February 15, 2005 Agenda No. 8 Executive Session meeting minutes sealed and to place the minutes in the person's personnel file. Commissioner Jarvis seconded the motion. There was no discussion. The motion carried with all in favor.**
- 1:21 A motion was made, by Commissioner Nelson, to unseal the February 15, 2005 Agenda 10 Executive Session meeting minutes. Commissioner Jarvis seconded the motion. There was no discussion. The motion passed on a voice vote with all in favor.**

AGENDA ITEM NO. 4.A. DECISION TO UNSEAL EXECUTIVE SESSION MINUTES JANUARY 2004 TO CURRENT

Johnson-Callum disbursed copies of Executive Session meeting minutes, which were approved, but had not been reviewed previously by the Board to decide if the minutes should be unsealed. Those minutes included: 1/20/04, 2/3/04, 2/7/04, 3/9/04, 3/23/04, 4/16/04, 7/6/04, 7/20/04, 8/3/04, 9/7/04, 9/21/04, 9/27/04, 10/12/04, 11/4/04 and 12/7/04. Commissioners will review and make their decision, to unseal or keep sealed, at the April 5, 2005 meeting.

AGENDA ITEM NO. 5 HAIRDRESSER RATE CHANGE REQUEST

1:25 A motion was made, by Commissioner Nelson, to approve the request from the Nursing Home hairdresser to increase all hairdressing rates by \$2. Commissioner Jarvis seconded the motion. There was no discussion. The motion carried with a voice vote, unanimously, with all in favor.

AGENDA ITEM NO. 7 PER LNA / PER DIEM SALARY SURVEY & REVIEW

Human Resource Director, Peter Farrand, distributed current rates of LNA, LPN, and RN.

John Allard, Interim Administrator, recommended increasing the RN Per Diem to \$28 and LPN Per Diem to \$23, effective immediately, in order to be:

1. more competitive in the market place and
2. there is little reason to opt out of benefit program and select per diem rate – which would allow for more flexibility in staffing.

Jarvis requested Farrand to provide the low and high on all three positions current. Farrand left meeting to get copy and returned to provide info: LPN is \$14.69-\$22.03, LNA is \$10.03-\$15.04, RN is \$16.48-\$24.72. Commissioner Clarke noted, from the information provided that this increase would place Sullivan County more in line with IHS. Commissioner Clarke asked if the budget would be sufficient for rate increase. Mr. Allard assured him, by increasing the rate; agency nursing would be eliminated, therefore providing a savings in that line. Mr. Allard confirmed the need for agency LNA's would disappear once the LNA training was completed. He indicated the training would be completed by mid April. Allard confirmed they were currently using 5 agency LNA's per day, and two agency licensed.

Commissioner Jarvis requested assurance that the three UA's in the LNA class be hired at the end of the class, as full time workers, not per diem. Mr. Allard indicated, as of now, they have the space for them.

Commissioner Jarvis indicated she wanted to make sure Allard illustrates, in writing, the benefit improvement they would receive, in salary and fringe benefits, once they receive their LNA license. Mr. Allard confirmed this would be done.

Commissioner Jarvis requested cost of budget impact. Farrand unable to provide as per diem is used irregularly, and specifically at the need to Sullivan County, with no fixed schedule. Mr. Allard, pointed out they could make the assumption that if the two agency positions per day were replaced by per diem, there would be no negative impact.

1:38 A motion was made, by Commissioner Nelson, to increase per diem LPN rates to \$23.00 and per diem RN rates to \$28.00. Commissioner Jarvis seconded the motion. There was no discussion. The motion carried unanimously with a voice vote

AGENDA ITEM NO. 10 COUNTY NURSING HOME REPORT

Mr. Allard passed out copy of current census (minute taker did not receive copy).

CENSUS

Allard noted the current census is 132. Mr. Allard feels a couple items are influencing these numbers, one of which: a decreasing hospital census. He indicated there were positive things in place with what they are doing with admissions: people they have and resources they have out in the community to find the referrals; plus, they have a designated part of building just for a skilled unit. Commissioner Clarke pointed out Medicare and Private pays were above budget, with Medicare getting close to double the budgeted amount.

HCBC ADMISSIONS

Commissioner Nelson asked what steps were being taken to go out and get HCBC residents. Mr. Allard confirmed they are doing what they can. Comm. Nelson pointed out the short stays are a great opportunity to "show case" the nursing home as a place to return when they need full time nursing. He also encouraged Allard to contact Representative Tom Donovan. Allard confirmed Donovan had visited recently.

SIDE NOTE: DHHS – KELLOGG VISIT

County Manager indicated Richard Kellogg, NH State DHHS was suppose to be at today's meeting, but canceled at the last minute with no indication why. County Manager will follow up to reschedule the appointment. Commissioner Clarke indicated the County Manager and him would be attending a State Executive Finance Committee meeting, which, he indicated, Kellogg would be attending and they would request him to reschedule his visit to Sullivan County.

AGENDA ITEM NO. 8 PUBLIC PARTICIPATION

Rep. Converse asked if the intent to raise per diem rates was to draw full time employees out to per diem positions, ultimately "to destroy the union"? Mr. Allard confirmed this was very untrue. He rarely sees employees who receive benefits opting out to per diem, and that it normally occurs when there is a change in their family. County Manager discussed the County Commissioners and Administrators close work with Union employees and the Union representatives. He indicated to Converse they have been very open, fair and cooperative, giving them access to records and programs, which were never in place previously. He indicated he and the County Attorney both have a good rapport with the Union representatives. Commissioner Nelson and Clarke pointed out the intention with the per diem pay increase is to replace agency people not union.

1:53 Mr. Allard left the room.

AGENDA ITEM NO. 6 CLOUGH HARBOUR & ASSOCIATES LLP

County Manager asked for Board's endorsement to authorize him to sign the Clough Harbour & Associates LLP Phase I and II agreement, distributed at the previous meeting. Commissioners and County Manager discussed a building assessment item on page 3 in the contract (contract on

file).

- 1:55 A motion was made, by Commissioner Nelson, to approve the County Manager signing the proposal. Commissioner Jarvis seconded the motion. County Manager confirmed the group is prepared to start immediately once contract is approved. A voice vote was taken, and carried unanimously in favor.**

AGENDA ITEM NO. 11 COUNTY MANAGER'S REPORT

AGENDA ITEM NO. 11.A. DOC INMATE TRANSFER FORM

County Manager confirmed this is a form, which DOC has used in the past, and that it requires the Board's signatures, prior to an inmate transfer. It was explained why the transfer form was necessary and that at times the Board was not able to sign it in the time frame necessary. The Superintendent had indicated this could cause problems, down the road, and recommended the County Manager sign the form in the future, in order to expedite the process quickly.

- 1:59 A motion was made, by Commissioner Nelson, to authorize the County Manager to sign the DOC temporary inmate removal transfers, as agent for the Board of Commissioners. Commissioner Jarvis seconded the motion. County Manager confirmed he would scan and e-mail each form received to the Board. The motion carried on a voice vote with all in favor.**

ITEM NO. 11.B. NURSING HOME OPEN HOUSE / PANCAKE BREAKFAST

County Manager explained that the Pancake Breakfast event normally took place on the second Sunday of the month of June, which would be June 12th this year.

- 2:02 A motion was made, by Commissioner Nelson, to set the date of the County Nursing Home Open House / Pancake breakfast for the second Sunday in June, June 12th. Commissioner Jarvis seconded the motion. There was no discussion. The motion carried with a voice vote, unanimously.**

UPCOMING EVENT

NH RETIREMENT PLANNING WORKSHOP FOR SULLIVAN COUNTY AREA

County Manager indicated to the Board of Commissioners; NH Retirement would be holding a retirement planning workshop May 11th 4:30 p.m. to 6 p.m. at the Ahern Building. He confirmed the event would be open to neighboring municipalities and to County employees enrolled in NH Retirement.

HOSPICE ROOM UPDATE – County Manager explained this room was still in the process.

MILIEU THERAPY – County Manager discussed equipment donation to remove stress. He pointed out they currently have no room per say, but equipment is mobile. Minute taker interrupted to advise Board of and update just received, of the creation of the milieu therapy concept, training on the equipment and the milieu therapy policy in place. She advised the Board and County

Manager, equipment was used initially in a small room; residents became agitated in room, so it was re-developed as a mobile therapy unit. County Manager indicated he would discuss this with John Allard, and place the issue on the agenda for the next meeting.

SUNAPEE TOWN SELECT BOARD MEETING

County Manager briefed entire Board on discussions held during the Sunapee Select board meeting, March 14th. It was indicated the event had been discussed in public session at the last meeting. Commissioner Clarke attended with County Manager. Commissioner Nelson showed up later. County Manager indicated, during the Sunapee meeting, they held an open dialogue with the Select board regarding the capital reserve fund and moved on to discussing NH State HHS services billed to the County, Medicaid, and other issues important to the town select board. County Manager felt the discussions were very constructive.

AGENDA ITEM NO. 12 COMMISSIONERS REPORT

AGENDA ITEM NO. 12.A. MARCH 16TH NHAC COUNTY / STATE LEGISLATIVE LUNCHEON
Commissioner Jarvis and Clarke, as well as County Manager, confirmed they were attending the March 16, legislative luncheon.

SIDE NOTE: STATE-COUNTY FINANCE COMMISSION MEETING. Commissioner Clarke confirmed he would be attending the State County Finance Commission meeting this Thursday. Clarke explained it was a committee set up by HB 663, for representatives of the counties and HHS to discuss areas of mutual concern. There are five NH county commissioners on the Commission, each representing two counties. Clarke represents Sullivan and Cheshire, with the County Manager serving as an alternate and providing financial analysis work, when needed.

SIDE NOTE: LETTER FROM JOHN BROWN

Commissioner Jarvis asked about the County response to a letter she saw from John Brown. County Manager explained this was second attempt to get County support. He explained, John Brown is applying to become a part of the Matthew Thornton psychologist group HMO plan, that the HMO was not accepting further applications, and that the County does not have leverage with the HMO. He explained the issue was between Matthew Thornton and Mr. Brown.

AGENDA ITEM NO. 12 B. NHAC / COMMISSIONERS LETTER TO GOVERNOR LYNCH
Commissioners discussed the letter, which was to be signed by all NH county Commissioners, if approved. Commissioner Clarke indicated it would be appropriate to give a copy of the letter to the press, once all NH county Commissioners signed it.

2:25 A motion was made, by Commissioner Nelson, to approve the board signing the letter. Commissioner Jarvis seconded the motion. There was no further discussion. The motion carried with all in favor, on a voice vote.

Minute taker will scan and e-mail the letter to Kathi Fortin and Jim Fortin at NHAC.

AGENDA ITEM NO. 9 NH STATE HHS – LONG TERM CARE – RICHARD KELLOGG

County Manager explained for the sake of the Eagle Times reporter present, that Richard Kellogg canceled today's appointment, for unknown reasons. County Manager indicated it was their understanding he is planning to attend the next Board meeting.

SIDE NOTE: SULLIVAN COUNTY LAND MANAGEMENT COMMITTEE

Rep. Converse asked about the land use committee meeting and if the committee met yet. County Manager confirmed the committee had not met, that he just spoken to Commissioner Jarvis, Chair of the Sullivan County Land Management Committee, and she would be deciding on good dates to meet, as well as whom she might want on the committee.

2:31 A motion made, by Commissioner Nelson, to adjourn the meeting. Commissioner Jarvis seconded the motion. There was no discussion. Motion carried with all in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ethel Jarvis".

*Ethel Jarvis, Clerk
Board of Commissioners*

EJ/s.j-c.